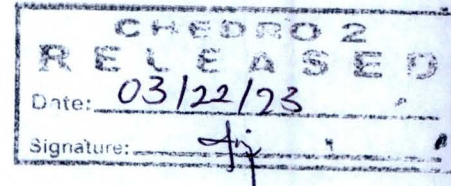




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM

No. 066, Series of 2023

FOR : ALL PRESIDENTS/ OFFICERS-IN-CHARGE/HEADS OF PUBLIC AND PRIVATE HIGHER EDUCATION INSTITUTIONS IN REGION 02

SUBJECT : CALL FOR APPLICATIONS-ASEM-DUO WALLONIA BRUSSELS FELLOWSHIP

DATE : March 21, 2023

Attached is a copy of the memorandum issued by **DR. J. PROSPERO E. DE VERA III**, Chairperson, Commission on Higher Education, informing all interested parties to submit applications for the programs under the DUO-Belgium/Wallonia-Brussels **2023 until 30 March 2023**.

DUO-Belgium/Wallonia-Brussels Programme is managed by the Academy for Research and Higher Education (ARES) with an aim to promote exchange of professors/researchers between Belgium/Wallonia-Brussels and 22 Asian ASEM member countries on a balance and permanent basis.

Under the program, Professors/ Researchers of Asian Institutions can have financial support for their exchanges with Belgium/Wallonia-Brussels.

For more information, interested parties may access the website: <https://www.ares-ac.be/en/relations-internationales/asem-duo-grant> or the ASEAN Secretariat's website at <https://www.asemduo.org> or email international@ares-ac.be.

Digitally signed by Atty.
Marco Cicero F. Domingo
Date: 2023.03.22 11:11:04
+08'00'

ATTY. MARCO CICERO F. DOMINGO
OIC-Director IV

Encl: as stated

:JPC3212023#21244 E-RDO



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



IAS-Ref No. IASCTS23-10526

MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

TO : DIRECTORS AND OFFICERS-IN-CHARGE, CHED
CENTRAL AND REGIONAL OFFICES

PRESIDENTS/HEADS OF HIGHER EDUCATION
INSTITUTIONS

SUBJECT : CALL FOR APPLICATIONS-ASEM-DUO WALLONIA
BRUSSELS FELLOWSHIP

DATE : 16 February 2023



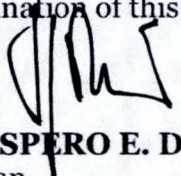
The Commission on Higher Education hereby invites interested parties to submit applications for the programs under the DUO-Belgium/Wallonia-Brussels 2023 until 30 March 2023.

DUO-Belgium/Wallonia-Brussels Programme is managed by the Academy for Research and Higher Education (ARES) with an aim to promote exchanges of professors/researcher between Belgium/Wallonia-Brussels and 22 Asian ASEM member countries on a balance and permanent basis.

Under the program, Professors/Researchers of Asian Institution can have financial supports for their exchanges with Belgium/Wallonia-Brussels.

For more information, interested parties may access the website <https://www.ares-ac.be/en/relations-internationales/asem-duo-grant> or the ASEM Secretariat's website at <https://www.aseduo.org> or email international@ares-ac.be.

Dissemination of this memorandum is desired.


J. PROSPERO E. DE VERA III, DPA
Chairman



ACADÉMIE
DE RECHERCHE ET
D'ENSEIGNEMENT
SUPÉRIEUR

ASEM-DUO WALLONIA-BRUSSELS FELLOWSHIP

CALL FOR APPLICATIONS AND REGULATION 2023-2024

01. **PURPOSE OF THE ASEM-DUO PROGRAMME**

01.1 / **THE ACADEMY FOR RESEARCH AND HIGHER EDUCATION AND INTERNATIONAL RELATIONS**

The Academy for research and higher education (*Académie de recherche et d'enseignement supérieur* – ARES) is the federation of higher education institutions (HEIs) in the Wallonia-Brussels Federation (FWB), the French-speaking Community of Belgium. As a public interest body, it is responsible for supporting institutions in their teaching, research and community service missions. It brings together 6 universities, 19 university colleges, 16 colleges of arts and 86 adult education colleges, it organises the dialogue and promotes their cooperation nationally and internationally.

As a unique platform, ARES ensures global coordination for the higher education sector in the Wallonia-Brussels Federation.

ARES is the designated administrative body in charge of the implementation of the ASEM-DUO Fellowship Programme in the Wallonia-Brussels Federation, in collaboration with the ASEM-DUO Secretariat based in Seoul. It is responsible for every aspect of the administrative management of the programme including : the publication of the call for applications, the receipt of applications, the selection of the applicants, the production of all the documents related to the fellowship, the payment of grants, the receipt of the mission reports.

» **For further information** on the international relations strategy of ARES, its vision and missions, its objectives and the different tools it uses to achieve them, see :
<http://www.ares-ac.be/fr/relations-internationales>

01.2 / **THE ASEM-DUO PROGRAMME**

A specific cooperation process between Asia and Europe in the field of education – and more specifically higher education – has been set up in the context of the Asia-Europe Meeting. The ministerial meetings, which are held alternatively in Europe and Asia, are until now the sole instrument for cooperation at a higher political level between the two continents. This mode of functioning inspires itself of the experience and best practices of the Bologna Process. During the Asia-Europe Meeting of Ministers of Education held in Kuala Lumpur in 2013, the Wallonia-Brussels Federation announced it would participate in the ASEM-DUO Fellowship Programme as of 2014.

Generally, the ASEM-DUO Fellowship Programme (dating from 2001) aims at:

- » Promoting balanced mobility of higher education students and professors between the two regions,
- » Setting up regular exchange programmes between HEIs,
- » Reinforcing cooperation and dialogue across both regions.

ASEM-DUO is composed of sub-programmes through which the States offer “paired exchanges” for students or professors between partner institutions, one European and the other Asian.

DUO Wallonia-Brussels has been established at the Wallonia-Brussels Federation in order **to promote “paired exchanges” between professors and researchers from Wallonia-Brussels HEIs and Asian ones**. The list of partner countries is: Australia, Bangladesh, Brunei, Cambodia, China, India, Indonesia, Japan, Kazakhstan, South Korea, Laos, Malaysia, Mongolia, Myanmar, New Zealand, Pakistan, Philippines, Russia, Singapore, Taiwan, Thailand, and Vietnam.

02.2.2 / **CONDITIONS OF USE OF THE GRANT**

- » The grant is intended to cover international travel expenses and per diem capped at the amount of the grant ;
- » **The exchange is done by pairs** : the beneficiary from the Wallonia-Brussels HEI is hosted by the Asian institution, and vice-versa ;
- » Mobilities shall start no earlier than August 1st, 2023 and shall end no later than August 31st, 2024 ;
- » The total duration of each person's stay is fixed at a minimum of 21 days and a maximum of 60 days (including travel days). This period may be divided into two stays ;
- » No later than 2 months after their final return date, the beneficiaries undertake to send back a report of their stay in PDF format using a form that will be sent to them at the same time as the agreement. This report will describe the results of the project in the target country, according to the following structure:
 - » A summary of the project (10 lines),
 - » The actions/research carried out during the visit and the results obtained,
 - » The course of the visit,
 - » The impact of your visit on your institution,
 - » The contribution of the ASEM-DUO programme to this particular project,
 - » Positive points and improvements to be made to the ASEM-DUO programme.

02.2.3 / **TERMS OF PAYMENT**

- » **ARES will proceed with the purchase of international transport tickets** (flight or train tickets in economy class) according to the dates communicated in the flight preference form, sending a minimum of 3 options to each beneficiary beforehand ;
- » In the exceptional event that one or the other beneficiary wishes to purchase his/her own transport tickets (air or train tickets), he/she shall inform ARES via the flight preference form and provide a copy of the transport tickets that he/she paid. The beneficiary who makes use of this possibility accepts that this personal purchase will not be reimbursed later by ARES and that the grant awarded will therefore correspond exclusively to the amount of the daily allowances (per diem) ;
- » **After the cost of the international transport tickets has been deducted from the individual grant, ARES undertakes to pay the amount of the per diem capped at the amount of the grant in two instalments to each beneficiary into the bank account indicated in the agreement.** Before the payment of the first instalment of the per diem, ARES will send a pre-filled form containing the beneficiary's bank details and the amount to be paid; this is a declaration of claim. The beneficiary will have to check, sign and return this document to ARES before his/her departure. In the event that the beneficiary makes two trips, the statement of claim will only be sent by ARES to the beneficiary for the second trip. The amount of the per diem varies from one country to another and is listed in the table² below :

Countries of destination	Daily allowance
Australia	95 €
Bangladesh	79 €
Belgium	75 €
Brunei	70 €
Cambodia	58 €
China	83 €
South Korea	105 €

² The daily allowances are determined by the ministerial order of 2 July 2018 (category 1) : https://www.ejustice.just.fgov.be/cgi_loi/change_lg.pl?language=fr&la=F&table_name=loi&cn=2018070203

Direction des relations internationales
Alexia VERCRUYSSSE
Rue Royale 180 – 1000 Bruxelles (Belgique) ;

- » Applications must be submitted **between February 1st, 2023 and March 30th, 2023**. No applications will be accepted before February 1st or after March 30th 2023 ;
- » An applicant can submit several files, with different partners. In this case, a maximum of one file per applicant could be selected, as to know, the one obtaining the highest score from the jury ;
- » A duo may apply a maximum of twice for the same project and may receive ASEM-DUO FWB funding a maximum of once for the same project ;
- » An acknowledgement of receipt is sent to the applicants within 3 days after the reception of the application. Without any response after that time, please contact international@ares-ac.be.

02.4 / **SELECTION**

02.4.1 / **SELECTION CRITERIA**

ARES selects beneficiaries of the ASEM-DUO Wallonia Brussels Fellowship Programme based on the following criteria:

- » The scientific, academic or artistic **quality** of the submitted project ;
- » The **originality** of the project ;
- » The scientific, academic or artistic **quality of the applicants** (e.g. publications, publications with the partner institution, research or artistic project, exhibitions, work experience, competitions, academic background, etc.) ;
- » The **expected impact** of the grant **on the work and professional career of the applicant** ;
- » The **expected impact** of the grant **on the applicant's institution** ;
- » The **explanation for the duration** of the trip ;
- » The **quality of bilateral relations** between the Wallonia-Brussels institution and the Asian partner ;
- » The **relevance of financial support** for the applicants ;
- » The **complementarity of the projects** submitted between the members of the duo (if the projects are different).

02.4.2 / **JURY AND SELECTION PROCEDURE**

The administrative eligibility of applications is examined by the International Relations Department (DRI) of ARES. Admissible applications are presented to a jury responsible for analysing and evaluating them with a view to selecting the beneficiaries. This jury is composed of 6 university representatives, one from each university of the FWB, 2 representatives of university colleges and 1 representative of art colleges.

Admissible applications are evaluated by the selection panel on the basis of a score from 0 to 5 per criterion (0 being the least satisfactory and 5 the most satisfactory). On the basis of the scores obtained and the available budget, the jury proceeds to the ranking and selection of the applicants.

Finally, the candidates will be informed of the results of the selection and will be invited to sign a tripartite agreement binding themselves and ARES.

Parliament European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and the free movement of such data (GDPR).

Beneficiaries also have the following rights :

- » The right to information
- » The right of access to the data,
- » The right of rectification,
- » The right to erase data (if and only if the data are no longer useful to ensure adequate treatment of the file).

02.9 / **BREACH OF OBLIGATIONS**

In the event of non-compliance by the beneficiaries of the ASEM-DUO grant with the obligations laid down in these rules and in the agreement, ARES reserves the right to demand the total or partial reimbursement of the sums already paid.

ARES also reserves the right to claim damages from the beneficiaries in the event of prejudice, in particular linked to the total or partial non-fulfilment of the obligations set out in this Regulation and in the agreement or in the event of damage to the image of ARES. For example, if one of the partners of the duo is unable to complete his or her stay for reasons that do not fall within the scope of force majeure (see below) and therefore does not respect the condition of reciprocity of the mobilities, he or she will have to reimburse the totality of the expenses incurred by ARES for him or her and his or her partner within the framework of the ASEM-DUO programme (cost of transport tickets and per diem already paid).

02.10 / **FORCE MAJEURE**

The Party affected by a case of force majeure, making it impossible to comply with one or more of its obligations under this Regulation and the Agreement shall immediately notify the other two Parties. A case of "force majeure" is defined by its irresistible, unforeseeable and independent nature.

That Party shall make every effort, in agreement with the other two Parties, to reduce as far as possible the harmful effects/damage resulting from this situation.

ARES reserves the right to verify and control the reality of the facts with the party that considers itself to be affected by the case of force majeure. If the ARES legal department confirms the case of force majeure, the party claiming force majeure is temporarily released from its obligations. In agreement with the other two parties, the party affected by the case of force majeure will, in the end, make every effort to find or propose alternatives so that the obligations contained in these rules and in the agreement can be fulfilled.

02.11 / **COMPETENT COURTS**

Any dispute regarding the execution of this agreement is the exclusive jurisdiction of the courts of the judicial district of Brussels.

ASEM-DUO FELLOWSHIP PROGRAMME
“DUO WALLONIA-BRUSSELS” (BELGIUM)
APPLICATION FORM 2023-2024

01. **CANDIDATES' INFORMATION**

01.1 / CANDIDATE FROM WALLONIA-BRUSSELS

General information	
First name	
Family name	
Date of birth (dd/mm/yyyy)	
Gender	
Nationality	
Academic title	
Name of your higher education institution	
Field of study	
Department, faculty	
Professional address (street, n°, ZIP code, city, country)	
Personal address (street, n°, ZIP code, city, country)	
Mobile phone	
E-mail	

Emergency contact person	
First name	
Family name	
Mobile phone	
E-mail	

Description of the project	
Title of the project	
Description of the project (max. 600 words)	

01.2 / CANDIDATE FROM ASIA

General information	
First name	
Family name	
Date of birth (dd/mm/yyyy)	
Gender	
Nationality	
Academic title	
Name of your higher education institution	
Field of study	
Department, faculty	
Professional address (street, n°, ZIP code, city, country)	
Personal address (street, n°, ZIP code, city, country)	
Mobile phone	
E-mail	

Emergency contact person	
First name	
Family name	
Mobile phone	
E-mail	

Description of the project	
Title of the project	
Description of the project (max. 600 words)	<p>Fill in this part if, and only if, the project is complementary, but different from the one described aboveThe description of the project should be popularized in order to allow the jury to easily understand the purpose of the project and evaluate its quality and its original character.</p>

02. **CONTACT PERSON IN THE HIGHER EDUCATION INSTITUTIONS**

In each higher education institution, a contact person must be clearly identified. The contact person should ideally be the institution's representative for international relations. The contact person in the Wallonia-Brussels higher education institution is responsible for sending a complete application, including the documents for both applicants.

02.1 / CONTACT PERSON IN THE WALLONIA-BRUSSELS HIGHER EDUCATION INSTITUTION

Contact information	
Title	
First name	
Family name	
Status/Position	
Address (street, n°, ZIP code, city, country)	
Phone	
Mobile phone	
E-mail	

02.2 / CONTACT PERSON IN THE ASIAN HIGHER EDUCATION INSTITUTION

Contact information	
Title	
First name	
Family name	
Status/Position	
Address (street, n°, ZIP code, city, country)	
Phone	
Mobile phone	
E-mail	